

**U.S. DEPARTMENT OF ENERGY
AND
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)
New Leader Program
Administered by the USDA Graduate School**

Objective:	This training announcement is for DOE employees at the GS-7 through GS-11 grade levels to participate in the New Leader Program (NLP) through the USDA Graduate School. The NLP is a six-month leadership development program designed to develop future public service leaders by providing assessment, experiential learning, and individual development opportunities. Individuals should be nominated for this program based on their potential and motivation to complete all requirements and participate fully in all components of this intensive six-month program.
Eligibility:	Full-time, permanent Federal employees at the GS-7 through GS-11 or equivalent levels who have demonstrated significant leadership potential.
Program Overview:	This is a six-month leadership development program designed to develop future public service leaders by providing assessment, experiential learning, and individual development opportunities. This program does not involve a promotion or a change in position.
Components:	One component of the program is the completion of the USDA Graduate School's Leadership Effectiveness Inventory. Based on the results of the assessment, participants develop a Personal Development Action Plan. Another component is participants attend three intensive one-week residential sessions. Week long program dates/locations: Aug 3, 2008 , Williamsburg, VA; Nov 2, 2008 , Timonium, MD; Feb 1, 2009 , Cambridge, MD. During the orientation session, participants are assigned to a learning team; each team will explore a program related issue and make a one-hour team presentation of this issue during the final week of the program. In addition, participants must complete a 30-day developmental assignment outside of their position of record. Other program components include two management book reviews and shadowing and interviewing a senior-level manager.
Cost:	Tuition is \$2,995 and is the responsibility of the participant's organization, as are travel and per diem expenses. Travel costs will vary based on the participant's physical location. Estimated travel expense for each trip is \$2,000.-
Program Cycle:	A six-month program begins August 3, 2008.
Continued Service Agreement:	Successful applicants must sign a continued service agreement to participate in this program. The form is available on the ETS web site via the link above, and should be included with the nomination package.
Nomination Procedure: (Please note procedures are different for NNSA employees)	DOE Employees: Step 1: Employees must coordinate their application package through his or her training liaison/coordinator as well as your supervisor. Step 2: For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in Course #000154, Session #0016 . For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Step 3: When the training request is approved, complete a nomination package; it must include a résumé or OF-612, a completed USDA application form , and a training request form (SF182). Step 4: Submit nomination materials to Sandra Merrill, Career Development Specialist, HC-21 via email, Sandra.merrill@hq.doe.gov or fax (505) 245-2113. NNSA Employees: Nomination procedures for NNSA employees are at http://scweb.na.gov/training/CareerDev.shtm . NNSA employees must follow these procedures and meet the NNSA specific timelines in order to be considered for this career development opportunity. Failure to follow these procedures may result in elimination. Applications received after the NNSA closing date will not be accepted.
Points of Contact:	DOE: Sandra Merrill, Career Development Specialist, (505) 245-2112 or sandra.merrill@hq.doe.gov . Karen Lerma, Corporate Training Officer, Office of Human Capital Management Innovations and Solutions, Enterprise Training Services at (202) 631-9940 or karen.lerma@hq.doe.gov .

	<u>NNSA:</u> Shari Moya, Training Consultant, NNSA Service Center, LCDD, (505) 845-4246 or smoya@doeal.gov
Nomination Due Date:	Due Dates: DOE Applicants: June 20, 2008 NNSA Applicants: May 19, 2008
Cancellation Policy:	Withdrawals are accepted at no cost if made more than 14 days before the program begins. If you cancel less than 14 days before the program begins, there is a \$500 processing fee if no substitution is made. There will be no refund for withdrawal after the orientation session. Substitutions may be made anytime until the session begins.
Additional Information:	More detailed information on the program is available on the USDA Graduate School Website http://www.grad.usda.gov/ , under "Courses & Programs," then "Leadership Development Programs," then "New Leader Program."